

A GREAT RESUME...

- Presents your most relevant information
- Emphasizes your assets and skills
- Utilizes a consistent format
- Avoids the use of “I”, “me”, or “my”
- Has no grammatical or spelling errors
- Is a maximum of one page

FORMAT:

- Your resume should be printed on 8 ½” x 11” white or off-white paper
- The font size should be between 11.0 and 13.0
- Margins should be between 0.5” and 1.0”
- Your most relevant and impressive sections should be presented first
- Each section should be organized chronologically; most recent first
- Past experience should be in past tense, current experience in present tense
- Your resume should be *no more* than one page
- Once finalized, convert your resume to a PDF
- Each bullet should only be one line and do NOT use periods
- Make sure your formatting is consistent throughout

Use fonts like:

- **Calibri**
- **Times New Roman**
- **Bell**
- **Garamond**
- **Cambria**

STRUCTURE:

- You do not need to have every section listed on your resume, choose what sections are most relevant to you and your experiences
- Only include a new section if you have *at least* 2 items in that section
- Include both paid and unpaid experience (internships, part-time jobs, leadership roles in clubs/organizations, volunteer work, etc.)
- Use descriptive action verbs to describe your responsibilities and accomplishments using bullets
- Each position should have between 3 and 5 bullet points
- As often as possible you should *quantify* your experience (e.g.: weekly, monthly, team of 8, etc.)

ACCOUNTING RESUME TIPS (given by recruiters):

- Give specifics. If you excelled at something, describe this by quantifying that data.
- If you are an International Student, indicate whether you need sponsorship. Some firms offer sponsorship and some do not; it is important to know this before starting a conversation. The firm will not change their policy for one student.
- Ensure your resume paints a picture how your experiences will support the firm’s needs in the role. For internships, recruiters are looking for strong communicators who exhibit leadership skills and work well in teams. Highlight these qualities.
- Stick to one page. You do not have enough experience for more than one page at this point in your career!

For more information on resumes, visit Career Connection in 2119 North Hall, or visit our website at econ.ucsb.edu/CareerConnection

OLÉ GAUCHO

Address • Phone • Email

EDUCATION

University of California, Santa Barbara
Bachelor of Arts in Economics & Accounting
Minor in Statistics

Expected: June 2017
CPA Eligibility: June 2017

- **Cumulative GPA: 3.92 Major GPA: 4.0**
- **Honors:** College of Letters & Science Honors Program, Dean's Honor Roll

WORK EXPERIENCE

Apple
Product Manager

San Jose, CA
June 2015 - Aug 2016

- Organized, prepared for, and constructed a plan for a product launch
- Promoted positive workplace atmosphere in order to increase productivity
- Produced weekly progress reports for three sectors; hardware, software, and productivity

LEADERSHIP EXPERIENCE

UCSB Undergraduate Accounting Society
Treasurer

San Jose, CA
Jan 2015 - Dec 2016

- Established annual club budget consisting of over \$75,000
- Reconciled income and expense statements weekly, resolving discrepancies when necessary
- Cooperated with other cabinet members to ensure smooth operations

RELEVANT COURSE PROJECTS

UCSB Business Law Case Study
Group Leader

Santa Barbara, CA
Spring 2015

- Collaborated with 4 fellow classmates to brainstorm ideas and research topic areas
- Conducted research and investigated the effects of new legislation on local businesses
- Created a visual presentation for both faculty and other students

EXTRACURRICULAR ACTIVITIES

Finance Connection, *Member*
Undergraduate Accounting Society, *Member*
Delta Sigma Pi, *Member*

Jan 2015 - Present
Oct 2014 - Present
Oct 2016 - Present

SKILLS, ACTIVITIES & INTERESTS

Languages: Fluent in Mandarin Chinese; Conversational Proficiency in Spanish

Technical Skills: Proficient in R, Python, and C++

Certifications: Cardiopulmonary Resuscitation (CPR), Teaching English as a Foreign Language (TEFL)

Activities: Undergraduate Accounting Society, Finance Club, Dance Team, Three Kings Church

Interests: Football, Cooking, and Learning New Languages